

MEMORANDUM FOR: RMO's and RO's

SUBJECT: Documents of CS Historical Value

1. In your review of CS Documents of all types the following should be considered for historical control. Although they are considered as good, bad or indifferent in individual cases, they all reflect meaning and continuity to a historical writer.

ORGANIZATION

- Key Assignments
- Establishment of Offices
- Organizational Charts
- Office Evolution Reports
- Approvals of Changes in Tables of Organization


RESPONSIBILITIES

- Policy Papers
- Approved Functional Statements
- Action Directives and Command Decisions
- Operational Requirements
- Governing Instructions
- Operational Programs
- Related Mission Directives (RMD's)

AGREEMENTS

- Coordinated Plans
- Interagency Agreements
- Liaison Protocols

ACTION

25X1C  Briefings Prepared for Key Personages
Operational Highlights
Periodic Summaries or Activity Reports
Reports
Situation Reports

FOLLOWUP

- Briefing Folders or Orientation Books
- Staff Reviews
- Background Summaries
- Case Histories
- Office Chronologies
- Special Review and Inspection Reports
- Debriefings of Staff Officers
- Debriefings of Career Agents, Principal Agents and Senior Informants

2. It is to be noted that all of the above are not applicable to all staffs and divisions. This list is intended as a guide and not limiting nor all-inclusive.

25X1A


Clandestine Services Group
Historical Staff